

### Glossary

<b>Affected Personnel</b>	Persons whose jobs require operation or use of equipment on which maintenance is being performed under lockout/tagout, or whose jobs require work in areas within which lockout/tagout maintenance is being performed.
<b>Ancillary Duties</b>	Those activities which may be performed by operators that are not directly related to their prime responsibility, i.e., operating and monitoring equipment.
<b>"At The Controls" Area</b>	A designated area where operators perform control and monitoring functions for facility equipment (e.g., the space in front and to the immediate sides of a control panel, control station, computer terminal, etc.); the area where facility, workstation, or experiment controls (e.g., switches, instrumentation) are located. Special access requirements and other controls may be applied to prevent interference with operational activities.
<b>Authorization Basis</b>	Those aspects of the facility design basis and operational requirements relied upon by DOE to authorize operation. The Authorization Basis is described in documents such as the facility SAR and other safety analysis.
<b>Authorized Individual</b>	A person qualified through system knowledge and lockout/ tag out training to install lockout/tagout on designated machines or equipment in accordance with facility procedures.

**Capable of Being Locked Out** An energy-isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy-isolating devices are capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

**Caution Tags** Tags used to indicate some precaution or item of information that must be known prior to operating a component or system.

**Centrally Controlled Lockout/Tagout** A lockout/tagout in a facility having a central organization that is responsible for operation of the facility or process and is separate from maintenance organizations. Each centrally controlled lockout/tagout is authorized by the responsible supervisor or manager, and all lockout/tagout activities are performed by operations personnel. Compare "individually controlled lockout/tagout."

**Condition** Any as-found state (whether or not resulting from an event), that may have adverse safety, health, quality assurance, security, operational, or environmental implications. Conditions may be reportable in accordance with criteria contained in DOE Order 5000.3.

**Contractor** A person, consultant, partnership, or corporation providing assistance in the management, operation, testing, inspection, or servicing of equipment at a DOE facility.

**Controlled Document / Controlled Drawing** A document or drawing with content that is maintained uniformly among all copies by an administrative control system.

<b>Daily Directives</b>	Directives with information that is relevant to operations for that day (or until the next regular business day).
<b>Danger Tags</b>	Tags used to identify equipment or controls that <b>MUST NOT</b> be operated. The tags <b>MUST NOT</b> be removed.
<b>Design Basis</b>	The design inputs, design constraints, design analysis and related calculations for a system or facility. Areas included are; seismic qualifications, fire protection, and safe shutdown.
<b>Event</b>	A real-time occurrence (e.g., pipe break, valve failure, loss of power, etc.). Events may be reportable in accordance with criteria contained in DOE Order 5000.3.
<b>Facility</b>	Any equipment, structure, system, process, or activity that fulfills a specific purpose.
<b>Graded Approach</b>	<p>A process by which the level of analysis, documentation, and actions necessary to comply with a requirement in this Order are commensurate with the following:</p> <ul style="list-style-type: none"> <li>• The relative importance to safety, safeguards, and security</li> <li>• The magnitude of any hazard involved</li> <li>• The life cycle stage of a facility</li> <li>• The programmatic mission of a facility</li> <li>• The particular characteristics of a facility</li> <li>• Any other relevant factor</li> </ul>

**Independent Verification**

The act of reviewing, inspecting, testing, checking, conducting surveillances, auditing, or otherwise determining and documenting whether items, processes, or services meet specified requirements; performed by a separate, qualified person not directly responsible for the items, processes, or services being verified.

**Individually Controlled Lockout/Tagout**

A lockout/tagout in a facility wherein individual operators are responsible for operating and maintaining individual machines or processes. Individually controlled lockout/tagout is performed independently by each individual requiring protection. Compare "centrally controlled lockout/tagout."

**Limiting Conditions for Operations (LCOs)**

The limits that represent the lowest functional capability or performance level of a safety-related item required for safe facility operation.

**Lockout**

The placement of a lockout device on an energy-isolating device, thereby preventing the energy-isolating device and the equipment being controlled from being operated until the lockout device is removed.

**Lockout Device**

A device that uses a positive means (e.g., key lock) to hold an energy-isolating device (e.g., circuit breaker, valve) in a safe position and prevents the energizing of equipment. Hasps, chains, and other devices may be treated as lockout devices when used in conjunction with locks.

**Lockout/Tagout**

A general term for all methods of ensuring the protection of personnel and equipment by installing danger tags, with or without lockout devices.

<b>Log (Narrative Log)</b>	A chronological narrative record of events or functions affecting a specific job position or work location.
<b>Long-Term Directives</b>	Directives with information relevant to operations occurring over a period of several days, weeks, or months.
<b>Maintenance</b>	As used in DOE Order 5480.19, maintenance is any activity involving work on the equipment to improve or retain its capability to function in the system, including preventive, predictive, and corrective maintenance; service; inspection; calibration; and testing (other than operational testing).
<b>Near Miss</b>	A situation in which an inappropriate action occurs (or a necessary action is omitted) but is detected and corrected before an adverse effect on personnel or equipment results.
<b>Occurrence Report</b>	A documented evaluation of a reportable event or condition that is prepared in sufficient detail to enable the reader to assess the significance, consequences, implications, and proposed actions to correct the condition or avoid recurrence of the event. Requirements for occurrence reports are contained in DOE Order 5000.3.
<b>On-The-Job Training</b>	Formal training that is conducted and evaluated in the work environment
<b>Operating Base (Shift Operating Base)</b>	The area within a workstation (e.g., desk, workbench, office) to which the operator returns when not performing other duties (e.g., tours, maintenance, testing).
<b>Operational Communication</b>	The dissemination or exchange of information directly affecting the operation of the facility.

<b>Operations</b>	The business activity of the facility and assigned personnel (e.g., controlling process equipment, producing/assembling components, performing tests, conducting experiments, processing information).
<b>Operations Turnover</b>	A formal process for transferring duties and responsibilities from one operator to another.
<b>Operator</b>	A qualified person assigned specific responsibilities related to the operation of facility process systems and equipment.
<b>Operator Aid</b>	Approved, controlled information (e.g., copies of procedures [portions or pages thereof], system drawings, information tags, curves, graphs, printouts) posted in the workplace to assist personnel in the performance of tasks.
<b>Portable Radio</b>	A device used as a remote and portable station in a radio communication system.
<b>Public Address (Paging) System</b>	A voice communication system designed to be heard in all areas of the facility.
<b>Qualification Program</b>	A formal, documented process that is used to fully train and prepare persons to perform the responsibilities of a specific job position.
<b>Release of Lockout/Tagout</b>	Formal termination of the need for protection under a lockout/tagout, by the protected individual.
<b>Removal of Lockout/Tagout</b>	Physical removal of the tags (and locks, if used) associated with a lockout/tagout and, if not prevented by another active lockout/tagout, restoring the equipment to operable status.
<b>Reportable Occurrence</b>	An event or condition meeting the reporting criteria defined in DOE Order 5000.3.

<b>Responsible Supervisor or Manager</b>	The individual having authority and responsibility for operational control of a facility, process, experiment, or other project.
<b>Root Cause</b>	The causal factor leading to an occurrence that, if corrected, would prevent recurrence of the same and similar occurrences.
<b>Round Sheet</b>	A data collection sheet used to record key equipment and system parameters (e.g., readings from instruments and gauges) and status (e.g., on-line, standby, unavailable, maintenance) during equipment inspection tours (rounds).
<b>Safety Analysis</b>	A documented process for (1) systematic identification of hazards within a given DOE operation (or a given job, in the case of job safety analysis); (2) description of the measures taken to eliminate, control, or mitigate identified hazards and analysis of their adequacy; and (3) analysis of potential accidents and evaluation of their associated risks.
<b>(Final) Safety Analysis Report (SAR)</b>	A safety analysis report documents the results of the safety analysis. The report also describes the facility or activity; its design features, construction standards, operational modes; and accident analysis.
<b>Shift</b>	The normal period of work for an individual or group (e.g., 8:00 a.m. to 5:00 p.m.).
<b>Shift Routine</b>	An established practice for accomplishing specific workstation duties during a normal working period.

<b>Sound-Powered Phones</b>	A communication system capable of providing party line or dedicated line communication between two or more specific stations without the need for external power.
<b>Status</b>	The operational condition or state of readiness of equipment or systems (e.g., on-line, standby, unavailable, maintenance).
<b>Status Board</b>	A display device (e.g., laminated or Plexiglas®-covered board) that lists or displays major equipment and systems of a workstation or facility and indicates their status.
<b>Surveillance</b>	A periodic test, calibration, or inspection designed to verify the necessary operability of safety-related equipment or systems.
<b>Tagout</b>	The placement of danger tags on energy-isolating devices to inform personnel that the energy-isolating device and the equipment being controlled <b>MUST NOT</b> be operated.
<b>Technical Safety Requirements (TSRs)</b>	Requirements that define conditions, safe boundaries, and management or administrative controls necessary to ensure safe operation and the capability for safe shutdown of a nuclear facility, thus reducing the potential risk to facility workers and the public from uncontrolled releases of radioactive materials or from radiation exposure due to inadvertent criticality.



<b>Turnover Checklist</b>	A form developed for a specific job position to be used by personnel as an aid in the turnover process. Use of the checklist ensures a complete transfer of facility status information, including the status of equipment, technical safety requirement compliance, ongoing surveillances and maintenance activities, and documents requiring review by oncoming personnel.
<b>Walk-down</b>	An inspection or tour of the workstation for the purpose of determining/verifying general conditions and status.
<b>Workstation</b>	The physical area, equipment, and systems for which a person is assigned responsibility.